

FROM THE PASFAA TECHNOLOGY COMMITTEE

TIPS (Technical Info for the Puzzled and Stupefied)

Here are some TIPS for you regarding Microsoft Word, courtesy of our friends at Computer Learning Network (CLN). Those of you who attended one of our Technology Workshops in November (training expertise provided by Rebecca Bullett of CLN) may recognize these keyboard shortcuts.

With Microsoft products, there are usually at least 3 ways of doing anything you want to do. Pointing and clicking isn't always necessary, if you can remember a few keystrokes. Remember, too, that there are many toolbars available for your use under the "View" function. It's your choice! Here is a sampling of shortcuts...

Command Name	Modifiers	Key	Command Name	Modifiers	Key
All Caps	Ctrl+Shift+	A	Open	Ctrl+	O
Bold	Ctrl+	B	Open	Ctrl+	F12
Bookmark	Ctrl+Shift+	F5	Open	Alt+Ctrl+	F2
Browse Next	Ctrl+	Page Down	Outline	Alt+Ctrl+	O
Cancel		Esc	Overtyp		Insert
Center Para	Ctrl+	E	Page	Alt+Ctrl+	P
Change Case	Shift+	F3	Page Break	Ctrl+	Return
Close or Exit	Alt+	F4	Page Down		Page Down
Close Pane	Alt+Shift+	C	Page Up		Page Up
Column Break	Ctrl+Shift+	Return	Para Down	Ctrl+	Down
Column Select	Ctrl+Shift+	F8	Para Up	Ctrl+	Up
Copy	Ctrl+	C	Paste	Ctrl+	V
Copy	Ctrl+	Insert	Paste	Shift+	Insert

Copy Format	Ctrl+Shift+	C	Paste Format	Ctrl+Shift+	V
Copy Text	Shift+	F2	Print	Ctrl+	P
Create Auto Text	Alt+	F3	Print	Ctrl+Shift+	F12
Cut	Ctrl+	X	Print Preview	Ctrl+	F2
Cut	Shift+	Del	Print Preview	Alt+Ctrl+	I
Date Field	Alt+Shift+	D	Redo	Alt+Shift+	Backspace
Delete Back Word	Ctrl+	Backspace	Redo or Repeat	Ctrl+	Y
Delete Word	Ctrl+	Del	Redo or Repeat		F4
Dictionary	Alt+Shift+	F7	Redo or Repeat	Alt+	Return
Doc Close	Ctrl+	W	Repeat Find	Shift+	F4
Doc Close	Ctrl+	F4	Replace	Ctrl+	H
Doc Maximize	Ctrl+	F10	Save	Ctrl+	S
Doc Restore	Ctrl+	F5	Save As		F12
Doc Size	Ctrl+	F8	Select All	Ctrl+	A
Doc Split	Alt+Ctrl+	S	Select Table	Alt+	Clear (Num 5)
Double Underline	Ctrl+Shift+	D	Shrink Font	Ctrl+Shift+	,
End of Column	Alt+	Page Down	Shrink Font 1 Pt	Ctrl+	[
End of Column	Alt+Shift+	Page Down	Small Caps	Ctrl+Shift+	K
End of Document	Ctrl+	End	Start of Column	Alt+	Page Up
End of Line		End	Start of Column	Alt+Shift+	Page Up
End of Row	Alt+	End	Start of Document	Ctrl+	Home
Find	Ctrl+	F	Start of Line		Home
Font	Ctrl+	D	Start of Row	Alt+	Home
Go Back	Shift+	F5	Start of Row	Alt+Shift+	Home

Go Back	Alt+Ctrl+	Z	Start of Window	Alt+Ctrl+	Page Up
Go To	Ctrl+	G	Subscript	Ctrl+	=
Go To		F5	Superscript	Ctrl+Shift+	=
Grow Font	Ctrl+Shift+	.	Thesaurus	Shift+	F7
Grow Font One Point	Ctrl+]	Time Field	Alt+Shift+	T
Hanging Indent	Ctrl+	T	Tool	Shift+	F1
Help		F1	Un Hang	Ctrl+Shift+	T
Hyperlink	Ctrl+	K	Un Indent	Ctrl+Shift+	M
Indent	Ctrl+	M	Underline	Ctrl+	U
Italic	Ctrl+	I	Undo	Ctrl+	Z
Lock Fields	Ctrl+	3	Undo	Alt+	Backspace
Lock Fields	Ctrl+	F11	Unlock Fields	Ctrl+	4
Macro	Alt+	F8	Unlock Fields	Ctrl+Shift+	F11
Microsoft System Info	Alt+Ctrl+	F1	Web Go Back	Alt+	Left
Move Text		F2	Web Go Forward	Alt+	Right
New	Ctrl+	N	Word Left	Ctrl+	Left
Next Cell		Tab	Word Right	Ctrl+	Right
Next Field		F11	Word Underline	Ctrl+Shift+	W
Next Field	Alt+	F1			